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AUTHOR Brown, Charlotte B.
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ABSTRACT

The program of the Archives and Special Collections Department at Franklin and Marshall College requires the following function areas to be located in the Shadek-Fackenthal Library: (1) Reading Room; (2) Conservation Laboratory; (3) Isolation Room; (4) storage for permanent collection; (5) storage for high security materials; (6) Processing Room; (7) Display/Exhibit Area; (8) Office of College Archivist; (9) Office of Archival Assistant; and (10) Printing Press Room. General architectural considerations for these areas are outlined, including interior space planning to allow easy flow of staff, materials, and data within the various function areas; specifications for heating, ventilating, and air conditioning (HVAC) and climate control systems; and general requirements for plumbing, electric fire suppression, and security systems. Each area's specific function, location, capacity, design, and furniture needs are detailed. Additional comments on distinctive characteristics of the areas are also included--e.g., the Processing Room should not be carpeted and the Printing Press Room requires durable, easy-to-clean surfaces. (SD)

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FACILITIES REQUIREMENTS FOR ARCHIVES AND SPECIAL COLLECTIONS DEPARTMENT

FRANKLIN & MARSHALL COLLEGE

by

Charlotte B. Brown

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Franklin & Marshall College

Facilities Requirements for Archives and Special Collections Department

The program of the Archives and Special Collections Department requires the following function areas to be located in the Shadek-Fackenthal Library:

1. Reading Room
2. Conservation Laboratory
3. Isolation Room
4. Storage for permanent collection
5. Storage for high security materials
6. Processing Room
7. Display/Exhibit area
8. Office of College Archivist
9. Office of Archival Assistant
10. Printing Press Room

Note: This program description assumes that there is a "brittle book" storage area located elsewhere in the Shadek-Fackenthal Library and that there is space assigned for archival storage located in the Science Library.

GENERAL ARCHITECTURAL CONSIDERATIONS:

- Space must be designed in such a manner to allow easy flow of staff, materials, and "data" within the various function areas; all areas must be accessible by book truck.
- Space must be designed to allow future reconfiguration of function areas.
- Floor loads in all areas should allow for the installation of compact shelving.
- Each area of the department must have its own independent climate control system with provisions for individual regulation of the areas.

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- The climate control and air handling systems must be operationally independent of the climate control system for the library.

- There must be a 1.5 redundancy designed into the air handling and climate control systems.

- HVAC system must maintain a constant 72 degrees Fahrenheit (+- 2 degrees), 50% Rh (+- 2%); air filtration systems must be able to meet national standards for the elimination of particulate matter and air-born pollutants such as carbon monoxide and ozone.

- HVAC must be readily accessible for routine maintenance, repair, and cleaning of system.

- All water and sewer piping of building must be routed to minimize potential damage to the department's collections in the event of failure (leakage, flooding, etc.)

- Fire suppression system(s) must be provided in all areas of the department.

- A separate departmental security system(s) must be linked directly to the campus security office and must be installed in all areas; this system(s) must operate separately from those in the rest of the library.

- Windows, where existing, must be operable and lockable and must be integrated into the security system(s).

1.

NAME OF AREA: **Reading Room**

FUNCTION	To provide a secure, environmentally sound, quiet and physically comfortable area for researchers to consult items retrieved from the department's collections.
	To provide area for department's reference collection.
	To function as the primary public reception area for the department.
LOCATION	Must be easily accessible to/from the storage area for permanent materials (area #4).
CAPACITY	Provide research space (table top only) for up to five researchers and their materials.
	Provide floor space to accommodate seating for up to twenty (20) persons in portable/stackable chairs.
	Space to store stackable chairs.
	Room to maneuver up to five book trucks.
	Patron sign-in and interview area.
	Shelving for department's reference collection (ca. 40 linear feet) and floor space for one 6 ft. lateral file cabinet (to house reprint collections, etc.).
	Area for library's online public access catalog system. (OPAC - computer hardware).
DESIGN	Good lighting without glare or shadow.
	Conducive to quiet study sometimes requiring intense concentration; area must be insulated from noise emanating from adjacent areas.
	Configuration of desk space for researchers must facilitate complete visual surveillance of area; area must be visible from departmental office.
	Accessible by book truck to area(s) containing processed departmental collections.

READING ROOM

Accessible by handicapped.

Wiring, etc. must be able to accommodate computer equipment brought into area by researchers, as well as departmental equipment.

FURNITURE

5 table top study spaces

8 chairs

12 portable/stackable chairs

1 wall coat rack

5 lockers for researcher's belongings

1 wall display rack for brochures and handouts.

1 table and chair/bench for OPAC

5 book trucks

45 lin. ft. of 11" wide adjustable wall mounted shelving

1 clock

1 OPAC terminal on table with bench/chair

COMMENTS

The maintenance of a separate space containing materials from the Franklin J. Schaffner Library might be necessary.

This area will experience traffic flow from a [relatively] low regulated HVAC area to one requiring a high level of regulation; an environmental buffer zone might be considered.

2.

NAME OF AREA	**Conservation Treatment Laboratory.**
FUNCTION	The Conservation Lab will enable departmental and general library materials to receive conservation treatments in an environmentally sound and physically secure area. The area will also provide safe and protective storage of fragile and/or chemically unstable supplies.
LOCATION	Within proximity of the department's storage (area #4) and processing (area #6)
CAPACITY	Able to provide bench space for up to three persons. Room to maneuver one book truck. Able to provide working access to free standing equipment. Storage of supplies and materials.
DESIGN	Provide counter space (bench space) of no less than 4 ft. length and 2 1/2 ft. width per person, for up to three persons sitting on 4 ft. high stools. Persons working at bench must be able to reach frequently used supplies and instruments without getting up from stool and walking. [ie. plenty of "cubbyhole" and open shelf storage within arm's reach]. 3 ft. x 4 ft. floor space for flat file storage of oversized supplies. Oversized counter work area [can be located on top of oversized flat file storage units]. Area is provided with water, water purification equipment, refrigeration storage, and 2 counter-top heating elements. Floor space to accommodate working at no less than three pieces of free standing equipment. Provision of natural light at bench area, preferably northern light.

CONSERVATION TREATMENT LABORATORY

EQUIPMENT & FURNITURE	1 oversized sink with water purification system.
	1 fume hood and vent located at bench level.
	2 heating elements.
	1 small refrigerator.
	2 free standing book presses.
	1 free standing board shear.
	1 free standing backer.
	4 stools.
	1 telephone.
	1 clock.
	1 chemical storage closet.
	1 tier of adjustable drying racks.
	3 adjustable bench lights for spot lighting of repair work.
	30 lin. ft. of 11" wide adjustable metal shelving.
	2 flat file five drawer storage cases, 3 ft. x 4 ft. free standing [may be stacked] with counter area on top.
COMMENTS	Should be designed to facilitate easy clean up of floor and bench areas.
	Area should not be carpeted.

3.

NAME OF AREA	**Isolation Room.**
FUNCTION	To provide a sealed area wherein the quick isolation and fumigation of contaminated materials may be effectively carried out.
LOCATION	It is essential that this be located within or adjacent to the Library's receiving room.
CAPACITY	Storage of up to 50 cu. ft. of materials.
DESIGN	Entrance must be wide enough to accommodate placement of bulky oversized materials in room.
	Accessible by book truck.
	Capable of being sealed with minimum of air exchange with rest of building [the use of hazardous chemicals is not planned.] Ideally, area should be vented directly outdoors.
	Capable of creating a physical barrier preventing rodents or insect infestation from affecting other areas of the building.
	Secure.
	Easily cleaned.
	Space provided for the examination of materials stored within.
FURNITURE	50 lin. ft. of metal shelving (industrial ?)
	removable wooden skids for floor.
	overhead light.

4.

NAME OF AREA	**Storage for permanent collection**
FUNCTION	To permit shelving of the department's collections in a secure and physically stable environment while making the most efficient use of space. [note: physical stability of the item has precedence over efficient use of space.]
LOCATION	Adjacent to the Reading Room (area #1).
CAPACITY	400 lin. ft. shelving for collections (archival, manuscripts, photographs, and artifacts) 1400 lin. ft. shelving for Rare Books (15,000 vols.) 120 lin. ft. oversize shelving (1:13 / ratio of oversize to standard shelving) twelve 3 ft. x 4 ft. x 1.5 ft. flat storage cases for flat file storage
DESIGN	Compact shelving should be considered for manuscript, archival, and rare book storage; good lighting; all space accessible by book truck.
EQUIPMENT	Standard metal library shelving from a major vendor so that a matching product is available in the future; shelving should be no less than 11" wide. Compact shelving should have a mechanical assist design, and it is preferable that it <u>not</u> be placed on a raised track.
COMMENTS	For the most part, this area is occupied by the department's staff for short periods of time (10 min. or less). However, on occasion, work involving longer stays (2-4 hrs.) will be conducted in this area.

Note: These estimates assume archival storage space located in the Science Library.

5.

NAME OF AREA:	**Storage for high security materials.**
FUNCTION	To provide the highest level of security for a limited number of monetarily valuable materials; to provide environmentally stable storage.
LOCATION	Within the Permanent materials (area #4).
CAPACITY	16 sq. ft. (4' x 4') floor space
DESIGN	Efficient storage. Ease of access to stored materials is a priority (in case of an emergency situation). Area must be fire proof. Good lighting; emergency lighting.
EQUIPMENT	11" wide adjustable wall mounted library shelving installed on opposite walls. Lighting.
COMMENTS	It is critical that this space be of the highest standards, especially the security system.

6.

NAME OF AREA: **Processing Room**

FUNCTION

To provide secure, environmentally stable, physically comfortable area for departmental staff and students to process materials;

to provide storage for archival and departmental supplies;

to provide temporary storage for collections being processed;

to provide disposal for discarded materials (mostly paper).

to provide photocopier services to the department

LOCATION

Must be adjacent to storage area of processed collections.

Proximity to Department Offices and Reading Room is desirable.

Proximity to trash disposal area is desirable.

CAPACITY

To provide no less than 100 sq. ft. floor space per person for three persons (this includes table top space - approx. 4' x 6', seating, book truck(s), and boxes of materials.)

Room to maneuver up to five book trucks.

30 lin. ft. shelving for temporary storage of materials while in process.

30 lin. ft. of shelves for storage of departmental and archival supplies.

space for high quality book photocopier and supplies.

DESIGN

Good lighting without glare or shadow.

Accessible by book truck and able to accommodate up to four book trucks.

A moderate level of noise will be generated in this area, therefore noise must be prevented from being heard in the Reading Room.

PROCESSING ROOM

Wiring must accommodate computer equipment.

Ventilation system must be able to quickly exhaust dust and photocopier fumes [especially ozone].

Space must allow for re-arrangement of equipment and furniture depending upon the number of persons and/or number and size of collections being processed at any one time.

Storage of supplies must be readily accessible to processors.

EQUIPMENT & FURNITURE

60 lin. ft. of shelving (may be industrial shelving) no less than 11" wide.

three smooth-topped tables, 4' x 6' , able to bear heavy loads.

one high quality book photocopier

four chairs on rollers (must be maneuverable).

one table and chair for computer equipment

one clock

one telephone

two "trash can" sized plastic trash cans

COMMENTS

Area should facilitate easy clean up of floors and tables.

Area will, on occasion, be generating large amounts of paper trash and dust.

Area should not be carpeted.

Staff will often be spending one half of their work time in this area, therefore it should provide pleasant surroundings.

7.

NAME OF AREA: **Display/Exhibit area**

FUNCTION: To provide secure, environmentally stable, aesthetically pleasing space for the temporary display of materials from the department's collections. This area will also fulfill a public relations function for the Shadek-Fackenthal Library in general.

LOCATION: Reading Room

CAPACITY: _____ sq. ft. of lateral display space.

_____ sq. ft. of horizontal display space (can be combined with lateral display space).

_____ sq. ft. of wall space for signage.

DESIGN: Must provide easy viewing of displays by visitors.

Excellent lighting without glare or shadow; light level must be adjustable.

Must be able to relocate/remove lighting depending upon the size and location of items being displayed.

Shelving must be adjustable as to location and size of shelving surface; shelving must be removable.

Must be able to accommodate environmental monitoring system unobtrusively.

FURNITURE: Two (?) display cases.

One easel.

COMMENTS: This area is to attract the visitor to the objects displayed and to the informational descriptions.

The space should not be obscured or hard to locate.

The space should convey a sense of culture, heritage, and dynamism; it should not convey stasis.

Good presentation is the key.

8.

NAME OF AREA:	**Office of College Archivist**
FUNCTION	To provide an area wherein the archivist can conduct office work; to allow for visual surveillance of the Reading Room (area #1) and occupants.
LOCATION	Adjacent to the Reading Room.
	Adjacent to the processed storage area.
	Must be configured so that passage to the processed storage area does not require going through the Reading Room.
CAPACITY	Provide space for one person sitting at desk and two seated visitors.
	Provide floor space to accommodate one desk, three chairs, two filing cabinets, computer equipment furnishings, wall-mounted shelving.
	Room to maneuver one book truck.
DESIGN	Good lighting.
	Area must offer privacy for conversations between a staff member and visitor or conversations on the telephone.
	Area must be quiet to allow for concentrated work.
	Area must be physically comfortable and offer pleasant surroundings.
	Must facilitate quick and easy access among desk, file cabinets, and computer equipment.
FURNITURE	one desk and chair
	two chairs for visitors
	one telephone
	one DRA terminal and printer

OFFICE OF COLLEGE ARCHIVIST

one Apple Mac plus printer

one table and chair for computer(s)

one desk lamp

15 lin. ft. of 11" wide adjustable wall mounted shelving

COMMENTS — Archivist will frequently be spending a majority of the work day in this area.

9.

NAME OF AREA:	**Office of Archival Assistant**
FUNCTION	To provide area wherein the Archival Assistant may conduct office work.
CAPACITY	Space for one person sitting at a desk and one seated visitor. Floor space to accommodate on filing cabinet, computer equipment furnishings, wall-mounted shelving.
DESIGN	Good lighting Area must offer privacy for conversations between staff members and telephone conversations. Area must be quiet to allow for concentrated work. Area must be physically comfortable and offer pleasant surroundings.
FURNITURE	One desk One chair for visitor One telephone One table and chair for computer one desk lamp 15 lin. ft. of 11" wide adjustable wall mounted shelving one DRA terminal and printer
COMMENTS	Assistant to Archivist will frequently spend a majority of the work day in this area.

10.

NAME OF AREA: **PRINTING PRESS ROOM**

FUNCTION — To provide an area wherein to set up and operate printing press productions.

LOCATION — Within Shadek-Fackenthal Library

CAPACITY — To provide space for a motorized printing press and ancillary equipment.

This area must be able to accommodate up to four persons setting type, designing production layouts, and working at the press simultaneously.

closet for the storage of supplies

DESIGN — Good lighting.

Load bearing floors essential

FURNITURE — one motorized printing press

one desk containing type face storage trays and setting table

two flat file storage cases for paper storage

four 4 ft. high stools

two "trash can" sized plastic trash cans.

COMMENTS — The printing process is extremely messy and dirty due to the use of inks, therefore, the installation of durable and easy to clean surfaces is essential.

The printing process is also extemely noisy when the press is operating, therefore, some noise bafflers should be considered.

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c b brown

Archives and Special Collections Dept.
Shadek-Fackenthal Libray
Franklin & Marshall College
Lancaster, PA 17604-3003